

**The Georgia Government Transparency & Campaign Finance Commission's  
Educational Outreach Program**

**Presents**

**The Top Ten Reasons for Delinquent Filings and How to Avoid Them**

Delinquent filings can often be easily avoided. The following is a list of the ten most common reasons given to our staff members (by filers) for reports being filed late. We have included suggestions on procedures that may help prevent you or your committee from filing late and incurring a late filing fee. We hope these tips will assist you with timely filing and help you avoid penalties.

**1. The filer did not know disclosure reports were required by law.**

**Who must file?**

- ✚ Candidates or campaign committees who accept contributions or make expenditures designed to bring about the nomination or election of a candidate, or have filed a Form-DOI, or have formally qualified are required to file disclosure reports;
- ✚ The chairperson or treasurer of every campaign committee designed to bring about the recall of a public officer or to oppose the recall of a public officer;
- ✚ Any campaign committee which accepts contributions or makes expenditures designed to bring about the approval or rejection by the voters of any proposed constitutional amendment, state-wide proposed question, or state-wide referendum;
- ✚ Any campaign committee which accepts contributions or makes expenditures designed to bring about the approval or rejection by the voters of any proposed question which is to appear on the ballot in this state, or a county, or a municipal election in this state; and
- ✚ Any individual, partnership, committee, association, corporation, limited liability company, limited liability partnership, trust, professional corporation, or other business entity recognized in the State of Georgia, labor organization, PAC, non-candidate campaign committee, independent committee, or any other organization which accepts contributions for, or makes expenditures on behalf of, candidates must file campaign contribution disclosure reports.
- ✚ Refer to O.C.G.A. §21-5-34 for registration and reporting requirements.

**2. The electronic filer failed to click-on the "Submit Report" button.**

- ✚ Please ensure that when electronically filing a report with the GGT & CFC, you click-on the "Submit Report" button. Until this action is taken, your report is a "working report" and not officially filed. You may request that a confirmation be emailed to you after the report is filed. You can also view and print reports that have already been filed.

**3. The filer used the wrong filing schedule.**

- + Filing schedules, which vary according to the type of candidate or committee, are available on our website..... [www.ethics.ga.gov](http://www.ethics.ga.gov)
- + <http://media.ethics.ga.gov/schedules/ReportFilingScheduleCampaign.aspx>
- + PFDs and CCDRs do not have the same file schedules.
- + PFDs have no grace period.

**4. The filer missed the deadline.**

- + Sometimes events occur where filers simply miss a deadline. You should have procedures in place to remind you of an approaching deadline. Here are a few suggestions that may help avoid this problem.
  - Set up email reminders;
  - Write filing dates on your calendar;
  - Establish backup procedures in the event you or your filing agent are unable to file reports; or
  - Ensure that your email address has been provided to the Commission and that you keep it updated. The Commission Staff generates courtesy reminders in advance of filing dates to all filers who provide a current email address.

**5. The e-filing online access P.I.N. and/or Password issued by the GGT & CFC to a filer have been misplaced.**

- + Be sure to “SAVE” the email sent to you containing your P.I.N. and Password.
- + Contact the Commission Staff to request the information again.....  
(404) 463-1980

Due to high call volumes at filing periods we may not be able to respond to your voicemail in a timely manner. This does not exempt you from filing on time. If you are elected at the local level you may file by certified mail or overnight delivery.

**6. The person designated to file reports is new and unsure of proper filing procedures and deadlines.**

- + Always make certain that your filing agent understands all the requirements of the laws relating to campaign financial disclosures. In order to guard against inadvertently missing a filing date, it is crucial that you instruct your agent on proper filing requirements.
- + Have the person designated to file reports attend one of the Commission’s Educational Outreach Program Training Workshops.

**7. A local level filer failed to properly execute a paper filing.**

- + It is ultimately the filer’s responsibility to file any and all reports utilizing the appropriate method and forms.
- + The filer should make certain to sign the paper filing and to have the signature properly notarized prior to submitting the report to the Commission via Certified Mail or Overnight Delivery.

**8. The filer was on vacation, experienced illness, or a similar unexpected event occurred.**

- ✚ Each filer should prepare for unexpected events that may interfere with the timely filing of reports. It is recommended that backup procedures be established in the event that you or your filing agent is unavailable to submit reports.

**9. The report was filed after the grace period ended.**

- ✚ Whether you are electronically filing or filing paper documents, please make certain that the report is received by the Commission before the grace period ends to avoid automatic late filing fees; the postmark date on a local level filer's report will be used as the received date.
- ✚ Grace period information and late fee amounts can be found in the "Filing Schedule" area of our website; and
- ✚ Reports will be accepted by the Commission after the grace period has expired, however, the filer will be in violation of the law and subject to late fees.

**10. The candidate did not qualify, withdrew from the race, or lost the election and did not file reports.**

- ✚ Although qualifying for election or qualifying for nomination for election will make one a candidate, merely receiving contributions or making expenditures designed to bring about one's election or nomination for election, or authorizing a campaign committee to do so, confers candidate status even if the individual involved never formally qualifies as a candidate;
- ✚ Filing a Form-DOI (Declaration of Intention to Accept Campaign Contributions) also confers candidate status, and persons who have filed such a declaration are required to file campaign contribution disclosure reports;
- ✚ Any unsuccessful candidate (one who withdraws or is defeated) in an election is required to file disclosure reports for the remainder of the election cycle, at the same times as a successful candidate; and
- ✚ If an unsuccessful candidate has excess campaign contributions he or she is required to file a supplemental CCDR no later than December 31 of each year following the election until the contributions are expended as provided in Code Section 21-5-33 of the Ethics in Government Act.

Visit our website for additional educational information.  
Georgia Government Transparency & Campaign Finance Commission  
200 Piedmont Avenue S.E., Suite 1402, West Tower  
Atlanta, GA 30334  
404.463.1980  
866.589.7327  
[gaethics@ethics.ga.gov](mailto:gaethics@ethics.ga.gov)  
[www.ethics.ga.gov](http://www.ethics.ga.gov)